

R 151859Z JAN 03

FM COGARD psc TOPEKA KS//TVL//

TO AIG 11939

BT

UNCLAS //N04600//

SUBJ: TDY SUPPLEMENTAL CLAIM PROCESSING

A. COGARD psc 072155Z DEC 01

B. COGARD psc 022028Z JUL 02

C. PERSONNEL AND PAY PROCEDURES MANUAL, HRSICINST M1000.2A

D. ALCOAST 051/02, E-COAST GUARD TRAVEL CLAIM PROCESSING

1. REFS A THRU D SET PROCEDURES ON THE TDY SUPPLEMENTAL CLAIM PROCESS. WE HAVE ACHIEVED SOME SUCCESS IN THIS PROCESS BY HAVING 35 PERCENT OF UNITS CONSISTENTLY FOLLOW THESE PROCEDURES. WE WOULD LIKE TO DO BETTER TO ENSURE OUR MEMBERS RECEIVE CORRECT AND TIMELY PAYMENT OF TRAVEL ENTITLEMENTS.

2. THE TDY SUPPLEMENTAL PROCESS HAS IMPROVED SIGNIFICANTLY THROUGH TEAM EFFORT BETWEEN FIELD UNITS AND psc. AN IMPORTANT STEP THAT HAS IMPROVED SUPPLEMENTAL PROCESSING IS THAT MANY MEMBERS AND UNITS ARE MAKING COPIES OF THE ORIGINAL CLAIMS, ORDERS AND RECEIPTS PRIOR TO MAILING. BY MAINTAINING THESE COPIES, THEY CAN SPEED UP THE PROCESS IF A SUPPLEMENTAL CLAIM NEEDS TO BE FILED ALLOWING THE MEMBER TO BE PAID THE PROPER ENTITLEMENTS MORE QUICKLY.

3. IN ORDER TO PROCESS PAPER TDY SUPPLEMENTAL CLAIMS MORE EFFICIENTLY, THE STEPS BELOW SHOULD BE FOLLOWED:

A. OBTAIN ALL DOCUMENTATION FROM YOUR ORIGINAL SUBMISSION AND MAKE LEGIBLE COPIES.

B. ATTACH ANY NEW OR PREVIOUSLY MISSING RECEIPTS OR AMENDMENTS.

C. IN LARGE LETTERS ON THE TOP AND BOTTOM OF A NEW DD FORM 1351-2 WRITE IN THE WORD "SUPPLEMENTAL".

D. CLEARLY IDENTIFY THE REASON FOR THE SUPPLEMENTAL CLAIM IN REMARKS SECTION ON PAGE 2 OF DD FORM 1351-2. I.E. LODGING - \$\$\$ AMOUNT. DO NOT REMOVE ANYTHING PREVIOUSLY CLAIMED ON THE ORIGINAL CLAIM UNLESS IT WAS NOT AN ENTITLEMENT DURING THE TDY PERIOD.

E. MARK IN THE ACCOUNTING CLASSIFICATION BLOCK THAT "PROPER DOCUMENTATION IS ENCLOSED FOR THE SUPPLEMENTAL CLAIM". THIS BLOCK MAY ALSO BE USED TO PROVIDE AMPLIFYING INFORMATION.

F. THE MEMBER AND APPROVING OFFICIAL/ADMIN REVIEWER MUST SIGN AND DATE THE SUPPLEMENTAL CLAIM.

G. ATTACH A COPY OF THE TRAVEL VOUCHER SUMMARY (TVS) FROM THE ORIGINAL CLAIM WITH THIS PACKAGE, ALONG WITH COPIES OF ALL DOCUMENTATION (I.E. AMENDMENTS, RECEIPTS, ETC).

4. ALL UNITS ARE ENCOURAGED TO USE THE UNIT TRAVEL SYSTEM (UTS) FOR TVL CLAIM SUBMISSIONS. ORIGINAL TDY AND SUPPLEMENTAL TDY CLAIMS CAN BE SUBMITTED THROUGH UTS WITHOUT THE NEED TO PRODUCE, COPY, AND MAIL PAPERWORK TO psc, THUS REDUCING PROCESSING TIME AND DELIVERING PAYMENT TO THE MEMBER RAPIDLY. CURRENTLY OVER HALF OF

TDY TRAVEL CLAIMS ARE SUBMITTED THROUGH UTS WITH AN AVERAGE PROCESSING TIME OF 2 BUSINESS DAYS.

5. WE HAVE DEVELOPED A COMPREHENSIVE SYSTEM OF DOCUMENTATION TO ASSIST MEMBERS WITH TRAVEL CLAIM SUBMISSION, INCLUDING A QUICK REFERENCE GUIDE (QRG), DOWNLOADABLE PRESENTATIONS ON HOW TO COMPLETE TRAVEL CLAIMS, TRAVEL TERMINOLOGY, AND WHERE TO SEEK ASSISTANCE. TRAVELERS MAY ACCESS THESE REFERENCES AT:

WWW.USCG.MIL/HQ/psc/TVL.HTM. ALL TRAVELERS MAY E-MAIL QUESTIONS TO: hrsic-tvlcst@hrsic.uscg.mil OR TELEPHONE 1-888-872-4885.

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Added after release: Internet Release Authorized.